
CHILD SAFETY POLICY

Working With Children Check and Police Check Management Policy

Screening the right people, and verifying and monitoring every clearance

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	All THRIV3 People in child-related roles, and the Directors, managers and employees who recruit, screen and supervise them
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Child Safe Policy and Code of Conduct; Recruitment, Screening and Onboarding Policy; Volunteer Management Policy; Privacy and Workplace Surveillance Policy; 100-Point Identification Check (Form F11); Working With Children Check Register (Form F22)

1. Purpose and Scope

THRIV3 (Indigenous Corporation) delivers youth and community programs, and the safety of children comes before everything else. This policy sets out how THRIV3 screens people for child-related roles: obtaining, verifying, monitoring and managing Working With Children Checks (WWCC) and National Police Checks. It sits under the Child Safe Policy and Code of Conduct and supports the Recruitment, Screening and Onboarding Policy.

It applies to every THRIV3 person in a child-related role, whether employee, volunteer, contractor, student on placement or agency worker, and to everyone who recruits, screens or supervises them.

2. Legal Framework

THRIV3 screens in line with:

- the Child Protection (Working with Children) Act 2012 (NSW) and its Regulation, which establish the NSW Working With Children Check
- the Childrens Guardian Act 2019 (NSW) and the NSW Office of the Childrens Guardian (OCG), which administers the Check and the Child Safe Standards
- equivalent working with children schemes in any other state or territory where THRIV3 delivers child-related work
- national criminal history (police) check standards, applied fairly and consistently with anti-discrimination law.

3. Who Must Hold a Working With Children Check

A valid WWCC clearance is required for any person in child-related work: direct contact with children as a usual part of the role, or roles with access to childrens records or program environments where the OCG requires a Check. This applies equally to employees and volunteers. In NSW the WWCC is free for volunteers and paid for employees. No person begins child-related work before their clearance is verified.

4. Verifying a Clearance Before Work Begins

THRIV3 does accept a WWCC application number APP but not a photo of a card as proof of clearance. Before a person starts child-related work, THRIV3:

- confirms the persons identity using the 100-Point Identification Check (Form F11)
- verifies the WWCC or APP online through the OCG, matching the persons name and date of birth to a current cleared status
- records the verified clearance number, the persons name and date of birth, the verification date and the expiry date in the Working With Children Check Register (Form F22).

5. Monitoring, Renewal and Ongoing Status

A NSW WWCC clearance lasts five years, and the OCG continuously monitors clearance holders and can vary a status at any time. THRIV3:

- tracks expiry dates in the Register and prompts renewal well before a clearance lapses
- links the person to THRIV3 in the OCG system where that facility is available, so THRIV3 is notified of any change
- acts immediately if a clearance expires, is subject to an interim bar, or is barred: the person is stood down from child-related work at once while the matter is managed.

6. Barred and Disqualified Persons

A person who is barred or disqualified, or who holds an interim bar, must not be engaged in, and is immediately removed from, child-related work. It is an offence for a barred person to engage in child-related work and for an organisation to knowingly allow it. THRIV3 reports as required to the OCG and, where criminal conduct may be involved, to the police, and manages any child safety concern under the Child Safe Policy.

7. Interstate and National Work

Where THRIV3 delivers child-related work outside NSW, the worker obtains and maintains the working with children clearance required in that state or territory before the work begins. Clearances are recorded and monitored in the Register in the same way as NSW clearances.

8. National Police Checks

A National Police Check is required for roles involving funds, driving THRIV3 vehicles, working with children or vulnerable people, where a funding agreement requires it or required by THRIV3. A criminal record does not automatically disqualify a person: the record is assessed fairly against the inherent requirements of the role, the nature, relevance and age of the matter, and any risk to children, community or the organisation. Certain serious offences disqualify a person from child-related work regardless. Decisions and their reasons are recorded and kept strictly confidential. A police check does not replace a WWCC, and a WWCC does not replace a police check where the role requires both.

9. Records, Privacy and Retention

Screening records, including WWCC verifications and police check outcomes, are stored securely with access limited to those who need them, held separately from general personnel files, and handled under the Privacy and Workplace Surveillance Policy. Records are retained as long as the law and funding agreements require and then destroyed securely.

10. Breaches

Allowing a person to perform child-related work without a verified clearance, failing to act on a bar, or falsifying a screening record is a serious matter that may result in disciplinary action up to dismissal, the end of an engagement, and reporting to the OCG, a funder or the police.

11. Responsibilities and Review

The Board owns this policy and oversees child-safe screening. The CEO ensures every child-related worker is verified before starting, maintains the Working With Children Check Register, and reviews this policy annually and after any relevant legislative change. Managers and supervisors ensure no person starts child-related work before their clearance is verified and recorded. Every THRIV3 person keeps their own clearances current and reports any change in their status immediately.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026